

# VOLUNTEER JOB TITLE AND SITE ANALYSIS FORM

*For Potential Unpaid Volunteer, Community Service, and Service Learning Placements*

|                            |  |                        |  |
|----------------------------|--|------------------------|--|
| SLE Teacher<br>Name/School |  | SLE Site<br>Visit Date |  |
|----------------------------|--|------------------------|--|

**Instructions:** The structured learning experience teacher will observe a potential volunteer, community service or service learning site and a targeted volunteer job title as part of the structured learning experience (SLE) worksite evaluation process. The SLE teacher will interview the agency or not-for-profit (NPO) administrator, volunteer worksite leader/supervisor (and an employee or volunteer working in the specific volunteer job title at the proposed worksite, if possible) for the purpose of ascertaining whether or not this volunteer site and volunteer job title are an appropriate SLE placement for educational purposes. Additionally, a worksite health and safety assessment will be conducted prior to student placements. \*\*

## Agency/NPO Information

|  |   |
|--|---|
| Agency/NPO Name:                             |   |
| Agency/NPO Contact:                          |   |
| Proposed Volunteer<br>Worksite Address:      | <i>(Or, geographical description, example: West bank of the Raritan River, Clinton, NJ)</i> |
| Agency/NPO Phone<br>Number:                  |   |
| Targeted Volunteer Job<br>Title Description: | <i>(Example: riverbank cleanup crew)</i>  |

## Observational Information

*(Observe other volunteers or employees of the agency/NPO participating in the same or similar volunteer activities, if possible.)*

|  |  |
|--|--|
| Narrative description of the<br>proposed student volunteer<br>activities within the<br>volunteer job title:                  |  |
| List specific activities and<br>skills required of the<br>student volunteers within<br>the volunteer job title:              |  |
| List tools, equipment and<br>materials the volunteer<br>handles within the<br>volunteer job title:                           |  |
| List any tools, equipment<br>and materials on the<br>worksite that the student<br>would be prohibited from<br>using, if any: |  |

**\*\* See attached Worksite Risk Management Program Evaluation form.**

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## Analysis Information

|   |  |  |  |
|---|--|--|--|
| What skills are important for student learning at the volunteer worksite?                           |  |  |  |
| What potential core curriculum content areas will be addressed?                                     |  |  |  |
| Does the volunteer job title and worksite offer a sufficiency of learning opportunity for students? |  |  |  |
| Would the volunteer worksite provide adequate student supervision?                                  |  |  |  |

## Potential SLEs

|   |  |  |  |
|---|--|--|--|
| The volunteer job title and worksite would be appropriate for the following types of SLEs:            |  |  |  |
| The volunteer job title and worksite would <i>not</i> be appropriate for the following types of SLEs: |  |  |  |
| Classroom teachers to inform of this potential SLE site:  |  |  |  |

## Follow-up

|  |  |
|--|--|
| Agency/NPO Contact Person:   |  |
| Possible Volunteer Start Date:   |  |
| Possible additional Volunteer, Community Service or Service Learning Job Titles: |  |

**NOTES:**

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## Volunteer Site Risk Management Program Evaluation Form

This form is a tool to help evaluate the occupational safety and health risk management issues of the potential volunteer worksite. Attach additional pages, if necessary.

|   |   |
|---|---|
| Procedures the student must follow for reporting complaints about occupational safety and health issues, sexual harassment or discrimination:   |   |
| Emergency evacuation procedures the student must follow in the event of a fire or other threat, if applicable:  |   |
| Procedures the student must follow in the case he/she is injured at the volunteer site or has a medical emergency:  |   |
| Emergency telephone numbers and where are they posted or will be made available at the volunteer worksite:<br>(e.g., fire department, police, hospital, poison control, and 911 if available in area) |   |
| Name and telephone number of the person responsible for handling occupational safety and health issues at the worksite, if applicable:  |   |
| The following training will be provided to the student by the agency/NPO:   | <input type="checkbox"/> New volunteer orientation<br><input type="checkbox"/> Hazard communication/Right to Know<br><input type="checkbox"/> Personal protective equipment, if required<br><input type="checkbox"/> Worksite occupational safety and health procedures and rules<br><input type="checkbox"/> Violence/sexual harassment/discrimination training<br><input type="checkbox"/> Emergency procedures<br><input type="checkbox"/> On-the-job training on specific hazards encountered on the job, if required<br>Other: |

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|  |  |
|--|--|
| <p>If personal protective equipment (PPE) is required, will the agency/NPO provide appropriate and properly fitted PPEs to the student for use on the worksite, and are the PPEs OSHA-certified, if required?</p> <p><b>NOTICE:</b> <i>Volunteer students may not be placed into hazardous occupations; however, in some cases, such as beach clean-ups, students may be exposed to some hazards in the environment. The host agency must provide training and appropriate PPE for students where potential hazards might exist.</i></p> | <p><i>(Examples: work gloves, dust mask)</i></p> |
| <p>Has the volunteer worksite had any occupational safety and health injuries over the last two years? If yes, describe:</p>   |  |

## COMMENTS:

*For additional worksite inspection guidance materials, see the Worksite Inspection Checklist found in the “Worksite Safety and Health Evaluation Guide” at: <http://www.nj.gov/njded/voc/sle/evalguide.pdf>*